



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON VICENZA
UNIT 31401, BOX 41
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IMEU-VIC-IR

06 NOV 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison (USAG) Vicenza Policy Memorandum 08-41, Responsibilities and Common Errors When Using the Defense Travel System (DTS)

1. PURPOSE: To advise accountable officials and travelers of their DTS responsibilities and to address common errors encountered when using the system.
2. APPLICABILITY: This policy memorandum applies to all U.S. Army Garrison personnel in the Vicenza and Livorno communities.
3. REFERENCES:
 - a. Joint Federal Travel Regulations, Volume 1, Uniformed Service Members, 1 July 2007.
 - b. Joint Travel Regulations, Volume 2, DoD Civilian Personnel, 11 November 2008.
 - c. DTS Business Rules Guide, 3 October 2005.
 - d. Army Business Rules for DTS, 7 December 2006.
4. RESPONSIBILITIES:
 - a. Certifying Officers, Authorizing Officials, Routing Officials, and Defense Travel Administrators are collectively responsible for ensuring that travel is conducted in compliance with travel policy. These "Accountable Officials" must thoroughly review travel documents before signing, approving, or certifying. Accountable Officials are monetarily liable for illegal, improper, or incorrect payments that result from negligent performance of their duties. All Accountable Officials must be notified in writing by letter of designation that apprises them of monetary liability. They must also be appointed by DD Form 577 and must complete "Training for Accountable Officials and Certifying Officers" prior to appointment. This training is available at: http://www.defensetravel.dod.mil/WBT/TAOCO_Lessons/Index.htm#.
 - b. Travelers are required to provide receipts or signed statements explaining any missing receipts for all individual reimbursable expenses of \$75 or more. Other substantiating documents, such as non-availability statements must also be attached to support variations from

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travel policy. Travel documents lacking the required substantiating documentation must be rejected by Accountable Officials and returned to the traveler at all levels of review.

c. Travelers are required to arrange all commercial travel and rental cars through an available Central Travel Office (CTO) or directly through DTS. Commercial travel includes but is not limited to air and rail travel. SATO Travel is the CTO at USAG Vicenza and USAG Livorno. Travel authorizations that include unauthorized travel arrangements must be rejected by Accountable Officials and returned to the traveler at all levels of review. Note that travelers are encouraged to use budget airlines within Europe when appropriate for the mission. However, these fares must also be booked through CTO. Although the service is available, lodging is generally not required to be arranged through CTO. However, travelers who cannot find a hotel within per diem rates must contact CTO for assistance.

d. Travelers who travel two or more times per year (within a twelve month period) are considered frequent travelers and must obtain and use the Government Travel Card (GTC) for all expenses arising from official travel. Accountable Officials must identify their frequent travelers and ensure they obtain and use the GTC.

e. Training for DTS travelers is available at <http://www.defensetravel.osd.mil/dtsWBT/site/>. All travelers are encouraged to complete this training prior to using DTS.

5. COMMON ERRORS: The Internal Review and Audit Compliance Office (IRACO) identified a number of common errors. Travelers and Accountable Officials are advised to be aware of these trends and take appropriate action.

a. Booking rental cars through DTS causes an estimated expense to appear on the travel voucher. The actual rental car expense is later erroneously entered on the travel voucher resulting in a double reimbursement of the expense.

b. Both the mileage reimbursement and fuel reimbursement are erroneously claimed when Privately Owned Conveyance (POC) is used. Only the mileage reimbursement is authorized when using a POC.

c. Lodging expenses in excess of the authorized per diem rate are claimed without consulting the CTO and without obtaining and attaching any substantiating documentation. Lodging expenses can exceed the per diem rate under special circumstances; however, these circumstances must be documented. Travelers who are having difficulty finding lodging within the per diem rate are required to request assistance from the CTO. If the CTO is unable to find lodging within the per diem rate they will issue a statement which is to be attached to travel documents.

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d. Lodging expenses in excess of the actual cost of lodging are claimed. Only those expenses that were actually incurred are reimbursable.

e. In addition to the trends noted above, IRACO also identified that travelers often neglect to claim expenses such as hotel taxes (CONUS only), rental car fuel, or the cost of transportation to and from airports. This results in an undue personal financial impact on the individual traveler.

3. POC for this action is the Internal Review and Audit Compliance Office at DSN 634-6323.


ERIK O. DAIGA
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Commanding

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